

## **Sample Parish Job Description**

Job Title: Director of Religious Education  
Reports To: Pastor  
FLSA Status: Exempt  
Prepared By: Human Resource Director  
Prepared Date: 00/00/00

### **SUMMARY**

To provide vision, support and initiate programs that offer the opportunity for adult religious education and formation. To empower lay leadership through training, recruiting and evaluation and to assist in carrying out the parish mission and parish pastoral plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Articulate the vision of the Pastor and the goals and priorities of the office.
- Collaborate with the parish staff in decision making impacting on religious formation.
- Support other parish ministers and staff.
- Serve as a catechetical resource for all catechetical programs in the parish.
- Provide catechetical formation opportunities for all members of the parish.
- Inform catechists of legal responsibilities and protection.
- Participate in deanery and diocesan religious education meetings.
- Responsible for departmental budget.
- Responsible for personnel management and record keeping of the Religious Education Office.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises catechists and support staff in Religious Education Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

College Degree in Religious Education or related field. Catechetical experience as Administrator or Catechist.

## **OTHER SKILLS AND ABILITIES**

Parish Director must be Catholic with deep faith and strong leadership and organizational skills. Excellent oral and written communication skills essential.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk. The employee must occasionally lift and / or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.